

My Personal Information in Self Service

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Introduction

You can view and change some of your information using Self Service. This data is secured by your user ID and password. Sign in as you do to view your pay stub, and you can view personal information, change your home address, and enter or change your disability status, driver's licenses, email addresses, emergency contacts, military status, pandemic availability, phone numbers, and skills profile. Reviewing this information helps to ensure it is accurate and complete.

Notice of Intent to Collect Private Data from Employees

As a current State employee, you are asked to provide to your hiring agency the private data listed below for the purposes noted to share with Minnesota Management and Budget (MMB). The data collected under this notice will be used to administer your employment with the State, including verifying employment eligibility. You are not required to provide all of the data but certain data must be collected. If you do not provide the requested data, in addition to the consequences listed below, your employment may be delayed or disrupted or you may not be able to receive important information related to your employment and benefits. If you do provide the data, it will be used as described and may be shared with other state and federal entities including: State employees who perform employment background check, personnel or payroll functions whose work assignments reasonably require access, the Legislative Auditor, the Attorney General, Departments of Administration, Employment and Economic Development, and Labor and Industry, law enforcement agencies with statutory authority, and any other person or entity authorized by state or federal law or court order may access the data.

Home Address and Telephone Number: You are not legally required to provide these data except as provided below (see Continuity of Operations Data). The State is legally obligated to provide your home address to the Social Security Administration, Internal Revenue Service, applicable State Dept. of Revenue, applicable State retirement system, and Dept. of Human Services. Additionally, the applicable labor organization and applicable insurance carriers may have access to this data. If you do not provide a home address, you may not receive important documents, the State cannot fulfill its legal obligations and your eligibility for employment may be affected. If you do not provide a home telephone number, your agency may not be able to contact you when necessary.

Continuity of Operations Data (Personal Home Contact Information): Personal home contact information (including home mailing address, home telephone, personal cell/pager telephone numbers and personal email addresses) may also be used to ensure the continuity of operations in an emergency or other work disruption.

This document is available in alternative formats to individuals with disabilities. Call the Statewide Administrative Systems Help Line at (651) 201-8100. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

(Minnesota Statutes, section 13.43, subd. 17.) This information can be shared with other Minnesota government agencies as needed to ensure the continuity of operations of this or other agencies.

Depending on your terms of employment, providing data for continuity of operations may be voluntary or mandatory. Check with your supervisor to determine the obligations for your job description. The following describes the consequences in both instances:

Voluntary: If you are not required to provide this data and you choose to provide it, you can be contacted and participate in continuity planning and response for this agency. If you do not provide this data, your office may not be able to reach you if there are events impacting your agency's operations or the agency needs to contact you.

Mandatory: If participating in continuity planning and response is an essential aspect of your position, you are required to provide this data. If you do not provide the information needed, it will impact your continued employment with this agency due to your inability to perform all of the functions required of your position.

Emergency Contact Information: Needed so that someone may be contacted if an emergency occurs and you need assistance. You are not legally required to provide this information. However, if you do not provide it, we will not be able to contact anyone in an emergency. Your agency and MMB staff that perform personnel and payroll functions may have access to this data.

Marital Status: Your marital status is needed to determine eligibility for insurance and death benefit payments. You are not legally required to provide your marital status. However, without this information, certain insurance eligibility determinations and death benefit payments may not be possible. Applicable insurance carriers and State retirement system have a right to this information. This information is not needed if your position is not eligible for insurance or retirement benefits.

Military Status: Article 3, section 22 of Chapter 94 from the 2009 Session Laws requires that the number of veterans in the state workforce be reported to the Minnesota Legislature on an annual basis. This data will be used to determine if the number of state employees who are veterans is representative of the number of veterans in the Minnesota labor force. You are not legally required to provide this data. However, without this information, the State may not be able to provide accurate data to the legislature.

Driver's License Number, Country and State of Issuance, and License Type: Employees are asked to provide their driver's license number, country and state of issuance, and license type (e.g. class A, B, C or D) when their position is covered under the statewide Policy on Driver's License and Record Checks because a) their job requires a motor vehicle license or b) their operation of a state owned or leased vehicle or their personal vehicle on state business. This data, along with an employee's date of birth, will be used to conduct driver's license and records checks in accordance with the policy to determine qualification to drive vehicles on state business. If you are uncertain whether you're covered by this policy, speak to your supervisor. You are not obligated under law to provide this information. However, if you fail to do so, you will not be approved to drive a vehicle on state business. A refusal may result in your removal from consideration for hire or from employment in the subject position with the requesting agency.

Disability Status: M.S. 43A.19 and 43A.191 require that the number of employees with disabilities among the state workforce be reported to the legislature every other year to determine if state agencies are meeting their affirmative action goals. This data will be used to determine if the number of state employees with disabilities is representative of persons with disabilities in the Minnesota labor force. You are not legally required to provide this data. However, without this information, the State may not be able to provide accurate data to the legislature. If you do choose to provide this data, it will be reported in summary format only and you will not be named or otherwise identified in association with this data.

Access My Personal Information

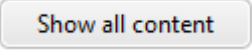
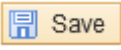
To access **My Personal Information**, take the following steps. Note: Don't use the back and forward buttons on your browser; this could result in losing data you entered. Instead, navigate using the menus or links.

Action	Result
1. Access the Self Service Web site, www.state.mn.us/employee	Self Service State of Minnesota sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	Self Service page displays.
3. Under Enterprise Menu, click State of MN Self Service .	State of MN Self Service page displays.
4. Select the My Personal Information link.	My Personal Information page displays.
5. Select one of the following links: <ul style="list-style-type: none">• Disability Status to enter or change your disability status. Continue on page 4.• Driver's Licenses to enter or change your driver's licenses and complete the Vehicle Use Agreement. Continue on page 5.• Email Addresses to review and change your email addresses. Continue on page 7.• Emergency Contacts to review and change your emergency contact information. Continue on page 8.• Home and Mailing Address to review and change your home address. If a message displays, read the message and click OK. Continue on page 11.• Military Status to select or change your military status. Continue on page 14.• Pandemic Availability to enter or change your response to the pandemic availability question. Continue on page 15.• Personal Information Summary to review your phone number, emergency contact, email address, and home address information on one page. Continue on page 16.• Phone Numbers to review and change your phone numbers. Continue on page 17.• Skills Profile to enter or change your licenses/certificates information. Continue on page 18.	Selected page displays.

Disability Status

After you select **My Personal Information > Disability Status**, follow the instructions below to enter or change your disability status.

To enter or change your disability status

Action	Result
1. Read the information on the Disability Status page.	
2. If you would like to view the expanded definition of disability, click the Expanded Definition of Disability link on the page. <ul style="list-style-type: none">If you receive an “Only secure content is displayed” message at the bottom of the screen, click  and then click the Expanded Definition of Disability link again. Note: The expanded definition of disability is at http://www.ada.gov/pubs/adastatute08.htm#12102To return to the Disability Status page, click the back button on your browser.	Expanded definition displays.
3. In the Person with a Disability check box, update your status using the categories listed on the page.	
4. Click  .	Saved displays briefly in the upper-right corner.








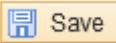
To exit

Action	Result
1. If you want to continue working in Self Service, click a menu item at the top of the page and select from the drop-down list.	Selected page displays.
2. When you are finished, click Sign out in the upper-right corner.	Self Service sign-in displays.

Driver's Licenses

After you select **My Personal Information > Driver's Licenses**, follow the instructions below to enter your driver's licenses and complete the Vehicle Use Agreement. This page applies to employees who 1) drive a state vehicle or regularly drive their personal vehicle on state business, and 2) have been notified by their supervisor or manager that their position is covered by the statewide Policy on Driver's License and Record Checks at http://mn.gov/admin/images/drivers_license_record_check.pdf.

To view, add, change or delete a driver's license

Action	Result
1. Choose one of the following: <ol style="list-style-type: none"> If no driver's license information displays (driver's license number is blank), skip to step 2. If driver's license information displays, choose one of the following: <ul style="list-style-type: none"> To add <i>another</i> driver's license, click . To <i>change</i> information, find what you want to change. To <i>delete</i> a driver's license that hasn't been held in the past 5 years, click . 	Driver's Licenses Vehicle Use Agreement page displays.
2. In the Driver's License Number field, enter your driver's license number. Note: Don't enter a car license plate number.	
3. In the Country field, accept USA or click  and select the country where the driver's license was issued.	
4. In the Issued by State field, click  and select the state where the driver's license was issued. Note: Before you can select a state, you must select a country.	
5. In the License Type field, click  and select the type of license.	
6. If you hold additional license types for this driver's license, under the License Type heading click  and select another license type. Repeat for each license type you have for this driver's license. If you need to delete a license type, click  .	
7. If you have held <i>another</i> driver's license in the last 5 years (for example, from another state), return to step 1b and enter each driver's license and license type you have held in the last 5 years.	
8. Read the text on the screen. You may need to scroll down. Choose one of the following: <ul style="list-style-type: none"> To provide your authorization, select the Authorization check box. Note: After you save the information, you will <i>not</i> be able to clear the check box. To not provide authorization, leave the Authorization check box blank. (The Date Authorized will display after you authorize and save.)	
9. To save, click  . <p>If you have selected the Authorization check box, a message displays asking you to confirm the authorization. To save and confirm, click OK. To cancel the save, click Cancel.</p> <p>If you have <i>not</i> selected the Authorization check box, a message displays asking if you want to authorize. To save and authorize, click Yes. To save without authorizing, click No. To cancel the save, click Cancel. If you chose to not authorize, please advise your supervisor without delay.</p>	<p>Saved displays briefly in the upper-right corner.</p> <p>If you provided authorization, the Date Authorized displays and the Authorization check box turns gray.</p>



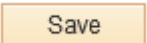
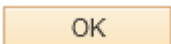
To exit

Action	Result
1. If you want to continue working in Self Service, click a menu item at the top of the page and select from the drop-down list.	Selected page displays.
2. When you are finished, click Sign out in the upper-right corner.	Self Service sign-in displays.


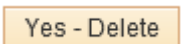
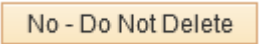
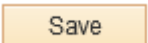
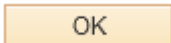
Email Addresses

After you select **My Personal Information > Email Addresses**, review your email addresses. If changes are needed, follow the instructions below.

To change or add an email address

Action	Result
1. On the Email Addresses page, choose one of the following: <ul style="list-style-type: none">To change an email address, skip to step 3.To add an email address, click .	
2. Click  and select an Email Type . The email type Business is for your State of Minnesota work email address only. Note: You may have only one email address of each type.	If you selected email type Business, a warning message displays. Read the message. If <i>Address type already exists</i> displays, click OK and select a different email type; or to exit, select My Personal Information at the top of the page.
3. Enter your Email Address . Example: jane.doe@anything.com If the email type is Business, enter your State of Minnesota work email address; <i>not</i> a personal email address. Example: jane.doe@state.mn.us Note: Entering or changing an email address here does <i>not</i> update the state directory.	
4. Select an email address as Preferred . Note: One email address must be identified as Preferred.	
5. Click  .	Save Confirmation page displays.
6. Click  .	Email Addresses page displays.

To delete an email address

Action	Result
1. Click  next to the email address you want to delete. Don't delete the Business email address.	Delete Confirmation page displays.
2. Click either  or  .	Email Addresses page displays.
3. If you chose to delete, click  and  .	Save Confirmation page displays, and then Email Addresses page displays.

To exit

Action	Result
1. If you want to continue working in Self Service, click a menu item at the top of the page and select from the drop-down list.	Selected page displays.
2. When you are finished, click Sign out in the upper-right corner.	Self Service sign in page displays.







Emergency Contacts



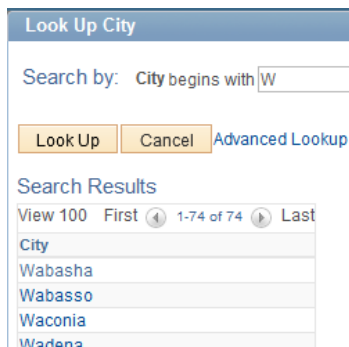
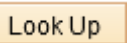

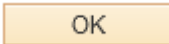
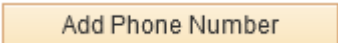


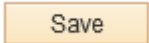
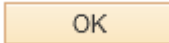
After you select **My Personal Information > Emergency Contacts**, review your emergency contact information. If changes are needed, follow the instructions below to view detail; change, add, or delete an emergency contact; and change the primary contact.

To view emergency contact detail

Action	Result
1. On the Emergency Contacts page, click the name of the emergency contact you want to view.	Emergency Contact Detail page displays, view-only.
2. Review the emergency contact information.	
3. To return to the Emergency Contacts page, scroll down and click the Return to Emergency Contacts link.	Emergency Contacts page displays.


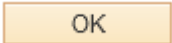
To change or add emergency contact information

Action	Result
1. On the Emergency Contacts page, choose one of the following: <ul style="list-style-type: none">To change information about a contact, click  next to the contact.To add a contact, click .	Emergency Contact Detail page displays, with fields enterable.
2. In the Contact Name field, enter the name of the emergency contact, in the format Last,First (example: Smith,John).	
3. Click  and select the Relationship to Employee .	
4. If the emergency contact's address is the same as yours, select the Contact has the same address as the employee check box.	Your address fills in, and you cannot change it unless you clear the check box. The system will update these fields if your address changes.
5. If the emergency contact's telephone number is the same as yours, select the Contact has the same telephone number as the employee check box.	Your home telephone number fills in, and you cannot change it unless you clear the check box. The system will update this field if your telephone number changes.
6. If the emergency contact's address is different from yours, click  and enter the address. Do not use commas and periods. <ul style="list-style-type: none">Country - If no country displays, or to change the country, click  to look up and select the country (example: USA).Address 1 - Enter the entire delivery address line, followed by the apartment number (such as Apt 12) or suite.Address 2 - Enter the name of the school residence hall, department, or c/o, if any; or leave it blank.State - Enter the state code (example: MN); or click  to access the Look Up State page, scroll down and select the state code.	

<ul style="list-style-type: none"> City - Do <i>not</i> type the city. Instead, click  to access the Look Up City page. Type the first letter of the city name, capitalized (example: W). The field is case-sensitive. Do not use punctuation. Click  and select from the search results (example: Waconia). See <i>illustration below</i>. The city must be entered before you can select a county. Example of Look Up City page: <div data-bbox="264 323 610 667" data-label="Form">  </div> <p>Type the first letter of the city name, no punctuation, and click .</p> <p>Select the city from the search results.</p> <ul style="list-style-type: none"> Postal - Enter the ZIP+4 code (example: 56007-3022) or 5-digit ZIP code (example: 56007). The hyphen is optional. County - Do not type the county name. Click  and select the county number (example: 019). <p>Click .</p>	
<p>7. If the emergency contact's telephone number is different from yours, enter the Telephone, including area code. Enter 10 digits only. Do <i>not</i> type spaces or periods. Example of correct entry: 6515552222 Do <i>not</i> enter: 651.555.2222 or 651 555 2222</p> <p>The system will format the number when the record is saved (example: 6515552222 will display as 651/555-2222).</p>	
<p>8. In the Other Telephone Numbers section, you may add, change, or delete more telephone numbers of the emergency contact. You cannot have multiple phone numbers of the same phone type.</p> <ul style="list-style-type: none"> To add, click . Click , select a Phone Type and enter the 10 digit Phone Number, including area code (example: 6515552222). Do <i>not</i> type spaces or periods. To change a displayed telephone number, select a Phone Type and enter the 10 digit Phone Number, including area code (example: 6515552222). Do <i>not</i> type spaces or periods. To delete a telephone number, click . 	
<p>9. Choose one of the following:</p> <ul style="list-style-type: none"> To save: Click  and then click . To exit without saving: Click the Return to Emergency Contacts link. 	<p>If you chose to save, Saved displays briefly on the Save Confirmation page. Emergency Contacts page displays. If <i>Duplicate key value – not allowed</i> displays, click OK and select a different phone type; or delete a phone number.</p>


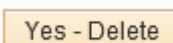
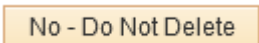
To change the primary contact

You can have one or more emergency contacts, and one must be designated as primary.

Action	Result
1. On the Emergency Contacts page, select the Primary Contact check box next to the emergency contact you want to be the primary contact.	Primary Contact check box is selected.
2. Click  .	Saved displays briefly in the upper-right corner of the Save Confirmation page.
3. Click  .	Emergency Contacts page displays.

To delete an emergency contact

You can delete an emergency contact if it's not the primary contact. If you want to delete the primary contact, you must first select a different emergency contact as primary. If there is only one emergency contact, you can edit it, but cannot delete it.

Action	Result
1. On the Emergency Contacts page, click  next to the name you want to delete.	Delete Confirmation page displays. <i>If You cannot delete the primary contact displays, click OK and select a different contact as primary (see "To change the primary contact" above), or change the emergency contact information (see "To change or add emergency contact information" above).</i>
2. Read the name of the emergency contact, and then click either  or  .	Emergency Contacts page displays. If you chose to delete, Saved displays briefly in the upper-right corner of the page.






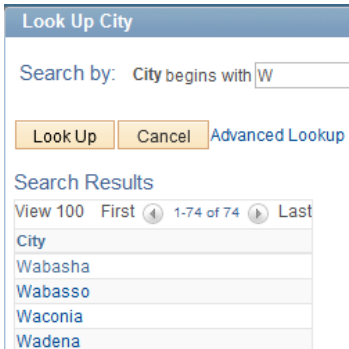


To exit




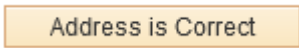
Action	Result
1. If you want to continue working in Self Service, click a menu item at the top of the page and select from the drop-down list.	Selected page displays.
2. When you are finished, click Sign out in the upper-right corner.	Self Service sign in page displays.

Home and Mailing Address

After you select **My Personal Information > Home and Mailing Address**, review your home address to be sure it's accurate. If changes are needed, follow the steps below. Do not enter punctuation, such as periods or hyphens.

To view or change a home address

Action	Result
<p>1. On the Home and Mailing Address page, click .</p>	Edit Home Address page displays.
<p>2. Enter the changes in the order listed below. Do not use commas and periods. You can look up the correct format of a street address on www.usps.com. <i>For a Canadian address, see page 12.</i></p> <ul style="list-style-type: none">• Country - If no country displays, or to change the country, click  to look up and select a country (example: USA).• Address 1 - Enter the entire delivery address line, followed by the apartment number (such as Apt 12) or suite. <i>Refer to the Address Tips on page 13.</i>• Address 2 - Enter the name of the school residence hall, department, or c/o, if any; or leave it blank.• State – You must enter a State <i>before</i> you enter a City. Enter the state code in capital letters (example: MN); or click  to access the Look Up State page, scroll down and select the state code.• City - Do <i>not</i> type the city. Instead, click  to access the Look Up City page. <i>See illustration below.</i> Type the first letter of the city name, capitalized (example: W). This field is case-sensitive. Do not use punctuation. Click  and select from the search results (example: Waconia). You must select a city before you can select a county. <p>Example of Look Up City page:</p>  <p>Type the first letter of the city, capitalized, without punctuation, and click .</p> <p>Note: This field is case-sensitive.</p> <p>Select the city from the search results.</p> <p>If the message “No matching values were found” displays, make sure you have entered a State, and you have entered the first letter of the city <i>uppercase</i> in the Look Up box.</p> <ul style="list-style-type: none">• Postal - Enter the ZIP+4 code (example: 56007-3022) or 5-digit ZIP code (example: 56007). The hyphen is optional.• County - Do not type the county name. Click  and select the <i>number</i> next to the county (example: 019). If no county is found, make sure you have entered a State, and you have selected a city. This must be done before you can select a county.	

Action	Result
3. Under Date Change Will Take Effect , accept the default of today's date or in the On this date field enter a <i>future</i> date (format mm/dd/yyyy) that the address takes effect (example: 06/30/2015). The system does not accept a date in the past.	
4. Choose one of the following: <ul style="list-style-type: none"> To save: Click  and then click . To exit without saving: Click . 	If you chose to save, Saved displays briefly on the Submit Confirmation page. Home and Mailing Address page displays.
5. If the address change is a result of marriage, divorce, separation or life event, you may need to contact your Human Resources office to change your name, insurance benefits, marital status, tax withholding, etc.	
6. If the  button displays, click this button if the address is correct.	The page becomes blank. Use the menus if you want to navigate to another page.

To exit

Action	Result
1. If you want to continue working in Self Service, click a menu item at the top of the page and select from the drop-down list.	Selected page displays.
2. When you are finished, click Sign out in the upper-right corner.	Self Service sign in page displays.

Address Tips

Do not enter punctuation, such as periods or hyphens.

Examples of address lines

PO Box G 1225 Park Ave S Apt 808 101 1/2 Orchard St NE 289-01 W 120th St 2340 Hwy 101 NE 101 County Road 20	1650 State Hwy 335 1155 US Hwy 70 RR 3 Box 15A PO Box 738 HC 68 Box 45-1A
--	---

Common abbreviations

Apartment	Apt
Building	Bldg
Floor	Fl
Highway Contact Route	HC
Post Office Box	PO Box
Room	Rm
Rural Route	RR
Route	Rte
Suite	Ste



Directional abbreviations

North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Southwest	SW
Northwest	NW

Street abbreviations

Avenue	Ave
Bluff	Blf
Boulevard	Blvd
Branch	Br
Center	Ctr
Circle	Cir
Court	Ct
Courts	Cts
Drive	Dr
Heights	Hts
Lake	Lk
Lakes	Lks
Lane	Ln
Lot	Lot
Mount	Mt
Park	Park
Parkway	Pkwy
Place	Pl
Plain	Pln
Plains	Plns
Point	Pt
Prairie	Pr
Ridge	Rdg
River	Riv
Road	Rd
Spring	Spg
Springs	Spgs
Square	Sq
Street	St
Summit	Smt
Terrace	Ter
Trail	Trl
Village	Vlg
Way	Way


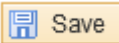
Canadian Address

- Country - Select CAN.
- Address 1 - Enter the entire delivery address line, followed by the apartment number (such as Apt 12) or suite. *Refer to the Address Tips above.*
- Address 2 - Enter the name of the school residence hall, department, or c/o, if any.
- City - Click  to access the Look Up City page, and select a city. Note: Delete the province name from the City field if it appears.
- Province - Click  to access the Look Up Province page, and select a province.
- Postal - Enter the Canadian format: letter number letter space number letter number. Example: P7C 5K4

Military Status

After you select **My Personal Information > Military Status**, follow the instructions below to select or change your military status.

To select or change your military status

Action	Result
1. Read the information on the Military Status page. To view the definition of a veteran in M.S. 197.447, click the link on the page.	
2. In the Military Status field, click  and select your answer.	
3. Click  .	Saved displays briefly in the upper-right corner.



To exit

Action	Result
1. If you want to continue working in Self Service, click a menu item at the top of the page and select from the drop-down list.	Selected page displays.
2. When you are finished, click Sign out in the upper-right corner.	Self Service sign-in displays.

Pandemic Availability

After you select **My Personal Information > Pandemic Availability**, follow the instructions below to enter or change your response to the pandemic availability question.

To enter or change your response

Action	Result
1. On the Pandemic Planning page, read the question.	
2. In the Select your answer field, click  and select your answer.	
3. Click  Save .	Saved displays briefly in the upper-right corner.

To exit

Action	Result
1. If you want to continue working in Self Service, click a menu item at the top of the page and select from the drop-down list.	Selected page displays.
2. When you are finished, click Sign out in the upper-right corner.	Self Service sign-in displays.

Personal Information Summary

After you select **My Personal Information > Personal Information Summary**, review the **Personal Information** page. Scroll down to see all the information. If changes are needed, follow the instructions below.

To review your information

Action	Result
1. On the Personal Information page, if your name is incorrect, please contact your Human Resources Department.	
2. If your home address is incorrect, click Change Home/Mailing Addresses . If a message displays, read the message and click OK . Continue on page 11.	Home and Mailing Address page displays.
3. If your phone numbers are incorrect, click Change Phone Numbers and continue on page 17.	Phone Numbers page displays.
4. If your emergency contacts are incorrect, click Change Emergency Contacts and continue on page 8.	Emergency Contacts page displays.
5. If your email addresses are incorrect, click Change Email Addresses and continue on page 7.	Email Addresses page displays.
6. If your marital status is incorrect, please contact your Human Resources office. The As of date is not necessarily the date of marriage; it may be the date the marital status was entered.	


To exit

Action	Result
1. If you want to continue working in Self Service, click a menu item at the top of the page and select from the drop-down list.	Selected page displays.
2. When you are finished, click Sign out in the upper-right corner.	Self Service sign in page displays.


Phone Numbers

After you select **My Personal Information > Phone Numbers**, review your phone numbers. If changes are needed, follow the instructions below.

To change or add a phone number

Action	Result
1. On the Phone Numbers page: <ul style="list-style-type: none">To change a phone number, skip to step 2.To add a phone number, click Add Phone Number.	
2. Click  and select a Phone Type . The phone type Business is for your State of Minnesota work phone only. Note: You may have only one phone number of each type.	If you selected phone type Business, a warning message displays. Read the message.
3. Enter your Telephone , including area code. Enter 10 digits only. Do <i>not</i> type spaces or periods. Example of correct entry: 6515552222 Do <i>not</i> enter: 651.555.2222 or 651 555 2222 The system will format the number when the record is saved (example: 6515552222 will display as 651/555-2222). If the phone type is Business, enter your State of Minnesota work phone number; <i>not</i> a personal phone number. Note: Entering or changing a phone number here does <i>not</i> update the state directory.	
4. Select a phone number as Preferred . Note: One phone number must be identified as Preferred.	
5. Click Save .	Save Confirmation page displays.
6. Click OK .	Phone Numbers page displays.

To delete a phone number

Action	Result
1. Click  next to the phone number to delete.	Delete Confirmation page displays.
2. Click either Yes - Delete or No - Do Not Delete .	Phone Numbers page displays.
3. If you chose to delete, click Save and OK .	Save Confirmation page displays, and then Phone Numbers page displays.










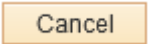
To exit

Action	Result
1. If you want to continue working in Self Service, click a menu item at the top of the page and select from the drop-down list.	Selected page displays.
2. When you are finished, click Sign out in the upper-right corner.	Self Service sign in page displays.

Skills Profile (Licenses/Certificates)

After you select **My Personal Information > Skills Profile**, follow the instructions below to view, add, change or delete a license or certificate. The License & Certifications page will appear to float on top of the Skills Profile page. Note: If a row is grayed out, you cannot change or delete it in Self Service; this is because the license is verified or renewal is in progress.

To view, add, change or delete a license or certificate



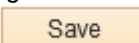
Action	Result
1. If the Find an Existing Value tab displays, click the Add a New Value tab and then click  . Note: the next time you access Skills Profile, you won't have to do this step.	Skills Profile page displays.
2. Click the License & Certifications link.	License & Certifications page displays, appearing to float on top of the Skills Profile page.
3. If you wish to move the License & Certifications box, click the blue Self-Service Person Profile header and drag it.	License & Certifications page moves on the screen.
4. Choose one of the following: <ol style="list-style-type: none"> If no license/certificate information displays (license code is blank), skip to step 4. If license/certificate information displays, click the View All link to view all rows. Choose one of the following: <ul style="list-style-type: none"> To add <i>another</i> license/certificate, choose one of the following: <ul style="list-style-type: none"> If the top row has a blank license code, skip to step 4. If the top row contains license/certificate date, click . To <i>change</i> information, find the row to change. Note: If a row is grayed out, you cannot change it in Self Service. To <i>delete</i> a license/certificate, click . Note: If a row is grayed out, you cannot delete it in Self Service. 	License & Certifications page displays.
5. In the License Code field, click  and select a code from the list. Note: Previously-saved license codes are view-only.	The description displays next to the license code.
6. In the License Number field, enter the number of the license or certificate, or leave it blank. Important: If your license number is the same as your Social Security Number, leave License Number blank. Do <i>not</i> enter your Social Security Number. Up to 15 characters (numbers and letters) can be entered.	
7. In the Country field, click  and select the country where the license/certificate was issued, or leave it blank.	
8. In the State field, click  and select the state where the license/certificate was issued, or leave it blank. Note: If you want to select a state, you must first select a country.	
9. In the Expiration Date field, click  and select the date the license/certificate expires, or leave it blank.	
10. Choose one of the following: <ul style="list-style-type: none"> To save and return to the Skills Profile page, click . To save and stay on this page, click . To exit this page without saving, click . 	If you chose OK or Apply, then Saved displays briefly in the upper-right corner.

To exit

Action	Result
1. If you want to continue working in Self Service, click a menu item at the top of the page and select from the drop-down list.	Selected page displays.
2. When you are finished, click Sign out in the upper-right corner.	Self Service sign-in displays.

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency Human Resources office.

Problem	Solution
A message indicates that a field is in the wrong format.	Click OK on the message. Some fields require you to enter information in a certain format. For example, in the Postal field, enter a five-digit or nine-digit ZIP code, or an international code. If the format is incorrect, the field turns red. Complete the red field, and save.
A message indicates that a field is invalid.	Click OK on the message. Some fields require you to enter a valid value. For example, do not type the city in the City field. Instead, click  to access the Look Up City page. Type the first letter of the city name, capitalized (example: S). The field is case-sensitive. Do not use punctuation. Click  and select from the list (example: St Paul). A City must be entered correctly before you can select a County.
<i>Address type already exists</i> message displays.	Click OK on the message. The system will accept only one entry for each type. Select a different type; or to exit this page, click a menu item at the top of the page.
Cannot select a state, city, or county.	A country must be entered before you can select a state. If the country is blank, click the Change Country button and look up the country (example: USA). Then select the state, city, and county, in that order.
<i>Duplicate key value — not allowed</i> message displays.	Click OK on the message. The system does not accept multiple entries with the same email type or phone type. Select a different type; or to exit this page, click a menu item at the top of the page.
Email address must contain the @ character message displays.	Include an @ in your email address. Example: john.doe@state.mn.us
<i>Highlighted fields are required</i> message displays.	Click OK on the message. If a required field is left blank, it turns red. Complete the red field, and save. A country must be entered before you can select a state. If the country is blank, click the Change Country button and look up the country (example: USA). Then select the state, city, and county, in that order.
I entered my phone number, email address, or emergency contacts. When I viewed the page again, my entries were gone.	You may have exited the page or signed out without saving. After adding or changing your information, click  .
Marital Status 'As Of' date is wrong.	This is not necessarily the date of marriage; it may be the date the marital status was entered.
My email address, emergency contact, or phone number is blank. Do I have to enter information?	Don't delete the Business email address. Emergency contact information, personal email address and personal phone number are optional.
<i>Warning: Page has Expired</i> message displays.	This can be caused by using the back or forward buttons on your browser. Click the Refresh button on the browser to return to the Self Service page, where you can start over. To navigate, use the underlined links on the pages rather than the browser's back and forward buttons.
<i>You cannot delete the primary contact</i> message displays.	Click OK on the message. The system does not allow you to delete the primary contact. If you want to remove the primary contact, you must first select a different emergency contact as primary. See "To change the primary contact" on page 10.